

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120011-2

STAT
No. 5

1. TITLE OF REPORT (if a fill-in report include Form No.)

Weekly Report

2. TYPE OF REPORT
X STATISTICAL
NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X

PERSONNEL
LOGISTICS
MEDICAL

TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Weekly

6. DISTRIBUTION (No. of components not number of copies)
C/MFB

7. FORMAT (memorandum, form, computer print-out, etc.)

Memo.

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
L-9	4.39		10 min.		.731		52		38.012
L-10	4.62		15 min.		1.155		52		60.060
GS-9	5.54		5 min.		.462		52		24.024
GS-5	3.46		5 min.		.281		52		14.612
GS-11	6.87		5 min.		.573		52		29.796
35 hrs									

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

166.504

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Utilized by supervisors and management to determine work load and assists in better utilization of personnel.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING REPORT

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120011-2

18. EXTENSION

Clerk-Typist

STAT

STAT